National Taipei University of Education

□ Suspension □ Withdrawal

Application for the refund of tuition, miscellaneous fees, and other remaining fees

**Application Information**

1. Students who wish to suspend (withdraw from) their studies should attach a payment receipt or proof of payment and a copy of the cover of their passbook, fill in this application, and conduct the relevant matters concerning fee refund at the Division of Registration & Curriculum. Once the procedure is complete, the Division will refund the fees according to the standards of fee refund stipulated by the Ministry of Education.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | (Signature or Seal) | Student ID No. |  | Class |   |
| ID Card No. |  |
| Post office (Bank) Account (Please attach a copy of the cover) | □ Post Office □□□□□□□-□□□□□□□ (Recommended)□ Bank Branch  |
| The following information will be filled in by the case handling unit  |
| Academic Year and Date of Suspension (Withdrawal):　　Academic Year\_\_\_\_ Semester\_\_\_\_\_\_Date of Submission to the Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | 1. Before the registration day (inclusive): Full refund  |
|  | 2. Between the day after the registration day and the day before the beginning of the semester (inclusive): Refund 2/3 of tuition and the full amount of miscellaneous fees and other remaining fees.  |
|  | 3. Between the 1st and 6th week after the beginning of the semester (inclusive): Refund 2/3 of tuition, miscellaneous fees, and other remaining fees. |
|  | 4. Between the 7th and 12th week after the beginning of the semester (inclusive): Refund 1/3 of tuition, miscellaneous fees, and other remaining fees. |
|  | 5. Other reasons:  |
| Refund Amount |  | Tuition | 　NT$　　　　　　 |
|  | Miscellaneous Fee | 　NT$　　　　　　 |
|  | Basic Tuition and Miscellaneous Fees | 　NT$　　　　　　 |
|  | Credit Fee  | 　NT$　　　　　　 |
|  | Thesis Advisor and Oral Examination Fee  | 　NT$　　　　　　 |
|  | Tutorial Fee for Department of Music | 　NT$　　　　　　 |
|  | Internet Access Fee | 　NT$　　　　　　 |
|  | Keyboard Instrument and Facility Maintenance Fee | 　NT$　　　　　　 |
| Clerk of the Division of Registration & Curriculum  | Division Director of Registration & Curriculum |  | Group Insurance Fee (limited to students processing suspension or withdrawal before the registration day)  | 　NT$　　　　　　 |
|  |  |  | Other  | 　NT$　　　　　　 |
|  | Total  | 　NT$　　　　　　 |

1. Applications for fee refunds by students suspending (withdrawing from) studies must be made during the semester of suspension (withdrawal) and will not be accepted once this period has expired. The calculation of fee refunds for suspension (withdrawal) will be made according to the date the application was submitted to the department.